

Date: March 28, 2003

To: RM Community

From: Susan L. Frey
Departmental Records Officer

Subject: RM Numbered Memo 2003-07: Request for Comments on NARA Draft Appraisal Policy

Please see NARA's memo below, requesting public comment on their draft Appraisal Policy. We will collect DOE comments and forward them on to NARA. Please send comments to Jay Blewett, jay.blewett@hq.doe.gov, by COB April 16, 2003.

Please forward this message to all interested parties. If you have any questions, call me on 301-903-3666 or email me at susan.frey@hq.doe.gov.

-----Original Message-----

From: Deborah Armentrout [mailto:deborah.armentrout@nara.gov]

Sent: Wednesday, March 26, 2003 9:14 AM

To: sharon.evku@hq.doe.gov; Frey, Susan

Subject: NWM 10.2003 Request for Comments on Draft Appraisal Policy

March 25, 2003

NWM 10.2003

MEMORANDUM TO AGENCY RECORDS OFFICERS, INFORMATION TECHNOLOGY MANAGERS, AND CHIEF INFORMATION OFFICERS:
Request for Comments on Draft Appraisal Policy

NARA is seeking public comment on its draft Appraisal Policy. This proposal is part of NARA's series of records management initiatives to examine and redesign, as necessary, its records management policies and procedures. The draft policy is available on the NARA Records Management web page at:

http://www.archives.gov/about_us/opportunities_for_comment/draft_appraisal_policy.html

The Strategic Plan of the National Archives and Records Administration (NARA) states that NARA will ensure ready access to essential evidence that documents the rights of American citizens, the actions of Federal officials, and the national experience. In support of the NARA Strategic Plan, this draft Appraisal Policy sets out the strategic framework, objectives, and guidelines that the National Archives and Records Administration uses to determine whether Federal records have archival value. It also

provides more specific guidelines for appraising the continuing historical value of certain categories of records including personal data records, research and development records, scientific observations, and environmental information.

We urge you to read this document and provide feedback to NARA. Comments must be received by April 18, 2003. Please send your comments to Susan Cummings (NPOL) by email to susan.cummings@nara.gov or by fax to 301-837-0319 or by mail to NPOL, National Archives at College Park, Room 4100, 8601 Adelphi Rd, College Park, MD 20740-6001. If you would like additional information, please contact Susan Cummings at 301-837-1636.

This request for comments is also being sent to the CIO Council.

HOWARD P. LOWELL

Acting Director

Modern Records Programs